

## POSITION SUMMARY

Under the general direction of the Youth Services Office Director of the Division of Safety and Permanence, this position is responsible for advanced and independent policy analysis, program planning and project management to achieve the Office of Youth Services and Department of Children and Families' goals, including those identified in the State Child Welfare Performance Enhancement Plan and the State 5-Year Child Welfare Plan. Under the guidance of Director, this position performs complex program and policy analysis and evaluation with a primary focus on housing and workforce development for youth (12-21) in the child welfare system, at risk of the child welfare system, or who have aged out the child welfare system. This position leads projects with significant complexity and outside stakeholder visibility. The impact of this work is significant due to its high visibility and the novel nature of the work. Other secondary areas of work, in alignment with the mission of the Office, may include analysis of services and programming designed to assist youth in a successful transition to adulthood. This position has the responsibility to make complex decisions for youth services programs, administer grants and funds in concordance with the Office mission, and lead projects and workgroups, internal and external. This position will provide analysis of youth services programs and initiatives within the Department and participate in Youth Services Office strategic planning and collaboration as needed to advance and improve prevention and service integration activities within the Division.

### 15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

<u>TR1</u>	<u>TR2</u>	<u>TIME%</u>	<u>GOALS AND WORKER ACTIVITIES</u>
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30%	A.	<b>Create and oversee statewide program work in youth development with a primary focus on housing, homelessness, youth employment and workforce development.</b>	
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|  |  |  | A1. Conduct in depth review and analysis of current and proposed youth workforce development and housing programs and models. Develop innovative program alternatives, create tracking and measurement tools, and manage all aspects of the contracts for new housing and employment initiatives.                      |
|  |  |  | A2. Analyze policies, procedures and regulations relating to youth child welfare programs to determine which require the development of new business requirements.   |
|  |  |  | A3. Recommend changes needed in youth programs and policies to Bureau, Division, and Departmental leadership.  |
|  |  |  | A4. Identify changes in federal policies and procedures that will impact on state youth program activities and develop policies or programs to address them.   |
|  |  |  | A5. Provide statewide youth development consultation and technical assistance on behalf of the Department to agencies, organizations, and individuals to assist in the continued quality improvement of youth programs and services and ensure delivery of effective program strategies to address youth risk factors. |
|  |  |  | A6. Acquire and disseminate information regarding studies, resource materials, legislation and new programs on evidence-based youth development, apprenticeship, employment, housing and homelessness prevention programs.   |
|  |  |  | A7. Prepare and deliver presentations and other training sessions on topics to promote and assure provision of quality youth development programs.   |

30%

**B. Lead project management and program oversight for statewide youth development programs and services, including primary responsibility for at least one youth services region.**

- B1. Lead workgroups with counties, tribes, partner agencies, and other stakeholders to implement the requirements of state and federal youth services programs as set forth in law and policy and in accordance Finance and Budget policies, rules, regulations and procedures.
- B2. Lead development of proposals, RFPs, contracts, action plans and timelines, as needed.
- B3. Play a significant role in federal grants and statewide improvement projects for housing and employment. Make independent decisions, as appropriate, on how to forward programming and complex multi-system efforts.
- B4. Provide oversight and monitoring to statewide agencies providing state funded services to homeless youth.
- B3. Create program standards/procedures, operations, and local plans/goals/outcomes for adherence to program requirements; monitor compliance with programs standards and outcome requirements.
- B4. Effectively identify, define, and address programmatic issues in a timely manner. Keep supervisor informed of important issues needing resolution.

20%

**C. Support the mission of the Office of Youth Services and the Department through participation in youth development oriented projects.**

- C1. Development of guidelines, technical reports, work plans, correspondence, memos, reference materials, grant applications, plans, and conduct analysis to assist in the management of youth services activities especially as it relates to youth development, housing and employment.
- C2. Participate with other state agencies and organizations, such as Department of Public Instruction (DPI), Department of Workforce Development (DWD), Department of Administration (DOA), Department of Corrections (DOC), and others to support the Department's objectives.
- C3. Lead workgroups, which may involve staff from other departments, other bureaus within DCF and other state agencies and local county agencies to ensure consistency with the programmatic and system goals.
- C4. Maintain documentation concerning initiatives, and act as an information resource about the initiative when questions arise in the future.
- C5. Assist with DCF Youth Services website. Research and update links to resources including evidence-based research and program registries. Research and respond to information requests from government and community agencies, Tribes, and the general public in a timely manner.
- C6. Complete special projects as assigned.

20%

**D. Conduct research projects**

- D1. Conduct research and evaluation of youth child welfare policies and programs.

- D2. Coordinate the gathering and inputting of data on other states' efforts in youth focused child welfare.
- D3. Prepare reports or policy briefs that result from research efforts.
- D4. Research opportunities for the Division of Safety and Permanence to participate in evaluation activities related to youth focused welfare, specifically in areas where none currently exist.
- D5. Create databases to store information gathered for research and evaluation projects.
- D6. Perform other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of federal and state laws, regulations, standards and policies in child protective services and out-of-home care of youth in the public child welfare system
- Knowledge of federal and state laws, regulations, standards and policies in homeless service programs and employment programs for foster youth or other at-risk populations
- Knowledge of program planning, implementation and change theory
- Knowledge of principles and practices involving public policy research and evaluating policy options.
- Knowledge of principles of project management.
- Skill in team development and leadership.
- Skill in verbal and written communication.
- Ability to establish collaborative relationships with a variety of stakeholders that lead to results and informal and formal relationships
- Ability to develop program performance reports for the executive level, program managers, and the community.
- Ability to communicate with a wide range of diverse audiences.
- Ability to develop and implement training programs and material.